



University of Central Lancashire

Training 2000

INFORMATION FOR EMPLOYERS



Optical

Apprenticeships

Training 2000's Level 3 Optical Assistant Apprenticeship will enable your existing staff to learn new knowledge and skills, or assist you in recruiting a new member of staff with a fresh pair of eyes. This 15-18-month Apprenticeship teaches learners policies, procedures, and regulated activities within the Optical working environment, such as GDPR, NHS, GOC health and safety and safeguarding in addition to learning how to identify and meet customer needs within the optical environment.

“ Training 2000 has supported many of the independent Opticians within the Hakim Group since our partnership began. By offering an exciting route into the optical profession with their Level 3 Optical Assistant Apprenticeship, we have been able to offer early careers access routes and upskill our existing workforce in the process

- Laura Firth - Talent Acquisition Partner, Hakim Group

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Central Lancashire
UCLan

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Our Optical Apprenticeship

LEVEL 3 APPRENTICESHIP

Optical Assistant

Duration: 15-18 months

Commitment: One day per week online.

The apprentice is required to spend at least 6 hours per week completing 'off the job' training. This could include their lessons at Training 2000, online training, industry visits, competitions and shadowing.

Entry requirements:

A minimum of two GCSE at grade 4 (grade C) or above in maths and English

Funding your Apprenticeship:

Levy paying employers:	£8,000
Non-levy - 22+ years old: (5% contribution)	£400
Non-levy - 16-21 years old	£0

Important information:

An experienced in-practice mentor is required to be able to support the learner through their Apprenticeship

Topics covered:

Operating procedures

Act within the limits of own competence and within agreed ways of working, following the relevant local and national standards, policies, standard operating procedures used in the workplace.

Customer journey

Promote and provide a high level of service and care throughout the customer journey.

Health & safety

Maintain the health, safety and security of yourself, customers and others in the workplace by identifying risks and taking appropriate action to keep people safe.

Customer needs

Identify customer needs and offer the appropriate services and products to meet those needs.

Booking service

Provide and maintain a triage and appointment booking service for customers.

Pre-appointments

Provide a pre-appointment service for customers, gaining valid consent.

End-point assessment methods: Direct observation of practice with questions, report with questioning and a professional discussion

Quality

Review spectacles for quality, prescription and measurement accuracy.

Dispensing service

Provide a (product recommendation, measurement and fitting) dispensing service for customers requiring spectacles.

After care

Provide a spectacle collection, fitting and adjustment service.

Customer service

Provide and maintain a concern handling service for customers and manage queries.

Targets

Meet personal and business targets and goals on an ongoing basis.

Contact lens

Provide a contact lens insertion and removal service.